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AUTHOR Ellsworth, Daryl G.
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ABSTRACT

A vocational/technical research librarian reviews approaches and sources of resource and curriculum materials for use by community colleges. Half of the paper consists of a six-part bibliography: (1) National data bases (manual and computer search capability), (2) national, regional, State sources, (3) selected bibliographies and listings of vocational/technical and career education items, (4) publishers (commercial and nonprofit), (5) other publications of more than passing interest, and (6) names and address for the vocational instructional materials laboratories. (WL)

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VOCATIONAL/TECHNICAL MATERIALS FOR COMMUNITY COLLEGE RESOURCE CENTERS

By

Daryl G. Ellsworth
Research Librarian
The Center for Vocational Education
The Ohio State University
Columbus, Ohio

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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The librarian in community college learning resource centers is in an unique position in these days of continuing information explosion. He needs unique vocational/technical resource materials for his center. There is in fact plenty of such materials available in the general publication market, but the task of the librarian is to sort through the mountains of material to find those specific items needed by his patrons.

I honestly wondered why I was included on this panel dealing with the fugitive book, since I have always felt that vocational/technical materials are easy, not difficult to find. The vocational educator is interested in the most current and valuable materials, and is not interested in the out-of-print market in its traditional sense.

We have in my library at The Center for Vocational Education a collection of over 40,000 titles, and we consider our library to hold the best collection of vocational material in the country. We hold a complete set of dissertations in the field of vocational education (printed since 1969), we have a respectable collection of audiovisuals from a variety of commercial agencies. We routinely use publishers' catalogs, although we are extremely selective in our book and periodical purchases because of budget limitations. Our holdings of over 300 periodical titles is a good sampling of the vocational education field. We have on-line computer search capability for many data bases, and offer these services to outside requestors.

As publishers of one of the most comprehensive abstracting services in the field of vocational education, the Abstracts of Instructional and Research Materials in Vocational and Technical Education (AIM/ARM), we have access to most of the products resulting from funding by the U.S. Office of Education under the provisions of Parts B, C, D, and F of the Vocational Education Amendments of 1968. We have many, many documents in the fields of agricultural education, business and office

occupations education, distributive education, consumer education, trade and industrial education, and industrial arts. We also select documents in such related areas as manpower economics and development, occupational psychology, employment, occupational and vocational guidance, and job training. To support some of our sponsored research at CVE, our library has started to build a collection of materials in the field of criminal justice.

We have many books from commercial firms, many curriculum materials from regional and state instructional materials centers, and many items produced by local education agencies. We attempt to maintain a complete collection of state plans for the administration of vocational education programs.

With all this, you can see why I wondered when you indicated that vocational/technical materials are considered in the category of "fugitive". On second look, however, I realized that, although there is a multitude of good materials, a healthy percentage of them apply to the K-12 grade levels. Another slice of the pie consists of research materials which are not necessarily appropriate in a community college setting. Still more of these allude to specific requirements, but are not appropriate for one or more reasons to the post-secondary college settings.

O.K., then, let's not give up. Let's ask ourselves, I said, just what it is that we are searching for? Think about it, do you really know what you need? I did a cursory analysis of the course offerings and degrees awarded by your Virginia community colleges, and I have found that you are providing a highly sophisticated educational program to your two-year students, and that this is a rapidly expanding situation. I found, as an example, that your Northern Virginia Community College group has had recent additions in areas such as animal science, horticulture, environmental science and human services, and you have broken down other course offerings, such as secretarial science, to award more specific degrees and certificates. In an ever-widening mode you need modern instructional materials,

Virginia is not alone in this expansion. According to Dr. Newton C. Rochte, former Dean of the Community & Technical College at the University of Toledo, there are distinct trends in the development of the community college, the technical institute, the proprietary school, and other post-secondary institutions. As a consultant for the North Central Association, the accreditation agency for schools and colleges within a 17-state area, he has visited many community colleges in many states. He confirms that more two-year programs are gaining sophistication formerly not seen, and many more students are finding the two-year program the answer to their educational needs. However, he also sees the trend for the graduate of the two-year college to add on to his education, and community colleges are beginning to face the problem of blending their course offerings with those of four-year colleges and universities, to maximize the transfer of college credit.

In addition, Dr. Rochte points out that it has been only in the past five years or so that good curriculum materials have become available to community colleges, and that it is only within the past year or two that community college professors habe begun to trust their library as resources. This is really a charge!

Let us look at what he means: The professor, responsible to design his class program, has been reluctant to use the library to find his materials. Why? Because he had not been able to find good materials there in the past, so why bother. He really doesn't know the librarian anyway. He resorts to using the same materials as he did last year, or he goes to the larger university in the area for help. He is, of course, on the mailing list of commercial publishers, and probably is a member of a technical or professional society and reads the advertisements in their periodicals. He needs a personal copy, so he doesn't order the materials through the library. He is, ladies and gentlemen, bypassing the librarian.

Dr. Rochte has seen a recent reversal of these conditions, and I only hope that you here in Virginia have also. Librarians are becoming much more attuned to the course offerings at their colleges. They are going out of their way to contact the professors well in advance of the beginning of the course. They are even taking some of the courses so that they can be more versed in the needs of the professors and the student body. Librarians are beginning to call the professors by their first names, because they have had longer and more personal contacts with them. Before long, I even predict that the professors will even look at the librarians as professionals, because of the help that the librarians are providing. I am only being a little facetious by this last statement.

How is this happening? Is this really happening to you? I ask you librarians: How many of you really know what is being taught at your community college? How many of you know, by personal interaction, what your professors need? How many of you have taken the time to visit the professors and have gone on an "outreach" effort for them?

Let us, then, get down to some specifics. I know that there are sixteen separate collections of ERIC microfiche in the State of Virginia*, but I have no idea how many of your individual community colleges are subscribing to the ERIC publications of Resources in Education (RIE) or the Current Index to Journals in Education (CIJE). I didn't check on how many of you subscribe to AIM/ARM. You should know, however, that these document sources could well be the most important of any, in your search for fugitive materials in vocational/technical education. This seems to be the real reason why you have asked me here, to tell you where to go to find the proper documents or audiovisuals.

I am willing to discuss the specific use of these data banks now, but will hold off until the question period or after the formal presentation. Suffice it to say, that you should become well versed in the use of these tools. You will be shocked, pleasantly, I hope, with what you will find. I am told that you have

* As of September 1975, according to the Directory of ERIC Microfiche Collections, ERIC Processing and Reference Facility, Bethesda, Maryland.

the capability of duplication of ERIC materials free, so cost should not be a factor in the use of ERIC or AIM/ARM.

Have you been in contact with one or more Instructional Materials Centers that are spaced over the country? I have a list of them, and you should write to obtain document lists of materials produced for their area use. Do you know your Virginia Vocational Education Coordinator for Research and Statistical Information? According to my information, he is Mr. L. M. Jewell, Jr., 1312 East Grace Street, Richmond, VA 23216. Write him. Are you interested in materials in the criminal justice field? Register for services from the National Criminal Justice Reference Service, a branch of the Law Enforcement Assistance Administration in Washington.

Use your available lists and indexes. Most of you have already available good indexes of medical, business, and other publications. Don't stick them on the shelves and hope that they will be of value to someone else. Use them yourselves as resource materials. Be aggressive in your searches, but work together with your professors and curriculum committees, so that you will be acquiring materials that will be used. Don't buy expensive audiovisuals just because you have some money in the budget. I have seen many excellent audiovisuals sitting on shelves with the seals unbroken, where acquisitions people have bought unneeded items, or the librarian has not informed the proper teaching person of their availability.

I have appended several lists of materials sources, and some suggested titles for your consideration. These are to be considered as samples, not an exhaustive list.

In summary, then, I feel that the most important step in the search for "fugitive" vocational/technical materials is knowing what it is that you are searching for. To know this, you must work with your professors. Knowing this, you shouldn't have too great a problem, as there is a wealth of materials sources.

Thank you for your attention. Remember, my friends, vocational/technical materials need not be fugitive. If you can't find it, don't hesitate to call on us at The Center for Vocational Education and we will be glad to help you. We have staff members who would be willing to develop such materials under a reasonable contract, if it is discovered that the materials are not in print. We can use our resources in a computerized or manual search if you become stuck. However, look under every bushel that you have already in your hands, or in your community college resource center. You may already have access to the materials you need.

I would finally like to call your attention to another program that may be of value to you librarians. If you are interested in service, and have not received your Masters Degree as of yet, there is a program called the Community Information Specialist Program offered at The University of Toledo. I am in the process of completing my masters degree at this program, and I am very excited about it. It is aimed at preparing skilled professionals to meet the information needs of communities. I have brochures available and would be happy to discuss this very challenging program with any of you. Ask me.

VOCATIONAL/TECHNICAL MATERIALS FOR COMMUNITY COLLEGE LEARNING RESOURCE CENTERS

An informal sampling of titles and agencies supplying resource materials, as presented at the Virginia Library Association Annual Conference, December 6, 1975, by Daryl G. Ellsworth, Research Librarian at The Center for Vocational Education, The Ohio State University, Columbus, Ohio.

NATIONAL DATA BASES (Manual and computer search capability)

1. Abstracts of Instructional and Research Materials in Vocational and Technical Education (AIM/ARM), The Center for Vocational Education, The Ohio State University, Columbus, Ohio 43210. (Bimonthly plus annual index $34.00)

2. Educational Resources Information Center (ERIC): for documents, see Resources in Education (RIE), Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (monthly$42.70; semiannual and annual indexes available); for periodical articles, see Current Index to Journals in Education (CIJE), Macmillan Information, A Division of Macmillan Publishing Company, Inc., 216R Brown Street, Riverside, New Jersey 08075. (monthly $50.00; semiannual and annual cumulations available)

3. U.S. Department of Justice, Law Enforcement Assistance Administration, National Criminal Justice Reference Service, Washington, D.C. 20530 (provides monthly reference card service to registered users, free, and also provides free computerized search service on request)

4. Monthly Catalog of United States Government Publications, Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (monthly $27.00; many university libraries are depositories of documents, this is a resource commonly overlooked by vocational educators)

5. Government Reports Abstracts (and Indexes), National Technical Information Service, Springfield, VA 22151 (semi-monthly, with annual cumulative indexes available. Although this is very expensive, NTIS offers specialized services at reduced costs)

6. Dissertation Abstracts International, Series A, The Humanities and Social Sciences, esp. the section of Education, Vocational), Xerox University Microfilms, Ann Arbor, Michigan

NATIONAL, REGIONAL, STATE SOURCES

1. Research Coordinating Units (RCUs) of selected states. For list, see most recent issues of AIM/ARM. These agencies coordinate much vocational research and publish documents of high interest.

2. Vocational Instructional Materials Laboratories. See List of contact points attached as the last page. Titles vary with each state, and missions also vary; however, many publications used within a given state are free to public agencies within that state and at relatively low cost to out-of-state users.

3. State and Local Departments of Education, or Departments of Vocational Education. Don't ignore these valuable agencies.

4. National Trade and Professional Associations of the United States and Canada. (see annual directory, title as above, available from Columbia Books, Inc., Publishers, 734 15th Street, N.W., Room 601, Washington, D.C. 20005)

   Examples: a. American Vocational Association, 1510 H. Street, N.W., Washington, D.C. 20005
   b. American Association for Vocational Instructional Materials, Engineering Center, Athens, Georgia 30602
   c. Association for Supervision and Curriculum Development, National Education Association, 1201 Sixteenth Street, N.W., Washington, D.C. 20036.

5. The Center for Vocational Education, The Ohio State University, Columbus, Ohio 43210. In addition to its AIM/ARM series, CVE publishes results of many outstanding activites in vocational/technical education. See its publication catalogs for titles. An open invitation is given to visit.

6. National Information Center for Educational Media (NICEM), University of Southern California, University Park, Los Angeles, California 90007. (Of specific interest is their Index to Vocational and Technical Education (Multimedia), second edition, 1975. Every community college resource center should use it regularly.)

7. Human Resources Research Organization, 300 North Washington Street, Alexandria, VA 22314. (nonprofit R&D corporation active in behavioral and social science research. Publishes bibliography of publications approximately every two years).

8. U.S. Department of Health, Education, and Welfare, 330 Independence Avenue, S.W., Washington, D.C. 20201, and several of DHEW's operating offices and agencies such as National Institutes of Health, 9000 Rockville Pike, Bethesda, Maryland 20014, and U.S. Office of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202. Write for their publications catalogs, you may be surprised at the breadth of free materials available.

SELECTED BIBLIOGRAPHIES AND LISTINGS OF VOCATIONAL/TECHNICAL and CAREER EDUCATION ITEMS

1. Reynolds, William E., comp., and Hart, Lonnie M., comp., A National Annotated Bibliography of Curriculum Materials in Vocational and Career Education, Illinois State Board of Vocational Education and Rehabilitation, Springfield, Division of Vocational and Technical Education, 1974, 829 pp. Available through ERIC as ED 090 442.

2. Reinhart, Bruce, Ed., Vocational-Technical Learning Materials: Books and Manuals for Schools and Community Colleges, Bro-Dart, Inc., 1609 Memorial Avenue, Williamsport, PA 17701, 1975, $35.00.

3. Westinghouse Learning Directory, Westinghouse Learning Corporation, 100 Park Avenue, New York, NY 10017. Seven-volume set, with 1973 supplement. (Getting a little dated, but still one of the most comprehensive directories of commercially produced materials)

4. A Selected Bibliography on Career Education, Training Research and Development Station, Prince Albert (Saskatchewan), 1974. Available from Information Canada, Box 1565, Prince Albert, Saskatchewan S6V 5T2 ($2.95) Also see ED 105 252.

5. Drier, Harry N., Jr., Ed., Career Development Resources: A Guide to Audiovisual and Printed Materials for Grades K-12, Charles A. Jones Publishing Company, Worthington, Ohio 43085, 1973. (although designed for grades K-12, this contains several references of interest to post-secondary education)

6. Note: look in the subject index to RIE, AIM/ARM, and other abstracting series and you will not have to look far to find more bibliographies.

PUBLISHERS (COMMERCIAL AND NONPROFIT).

It is emphasized that this is a random sampling and endorsement is not intended, nor is omission of other good publishers intended as a lack of endorsement.

1. BRO-DART, Inc., 1609 Memorial Avenue, Williamsport, PA 17701.

2. B'nai B'rith Career and Counseling Services, 1640 Rhode Island Avenue, N.W., Washington, D.C. 20036.

3. Career Publishing, 928 N. Main Street, Orange, CA 92667.

4. Delmar Publishers, P.O. Box 5087, Albany, New York 12205.

5. The Baker & Taylor Co., Audio Visual Services Division, P.O. Box 230, Momence, Illinois 60954 (see especially their Audio Visual Quick List, Vocational-Technical Education).

6. The Goodheart-Willcox Company, Inc., 123 W. Taft Drive, South Holland, Illinois, 60473.

7. Lansford Publishing Company, P.O. Box 8711, San Jose, CA 95155 (police and fire science materials esp.)

8. McKnight Publishing Company, Bloomington, Illinois 61701.

9. National Book Company, A Division of Educational Research Associates, A Nonprofit Educational Research Corporation, 1019 SW Tenth Avenue, Portland, Oregon 97205.

10. Sandler Institutional Films, Inc., 1001 N. Poinsettia Place, Hollywood, CA 90046.

OTHER PUBLICATIONS OF MORE THAN PASSING INTEREST

1. Gillie, Angelo C., Sr., Principles of Post-Secondary Vocational Education, Charles E. Merrill Publishing Company, Columbus, Ohio 1973.

2. The National Guidance Handbook: A Guide to Vocational Education Programs, Science Research Associates, Inc., Chicago, Illinois, 1975.

3. Vocational Behavioral Objectives: A Guide for Individualizing Instruction, in two series, Series 2 published 1974), Westinghouse Learning Corporation, 100 Park Avenue, New York, NY 10017.

4. Flanagan, John C., and others, The Career Data Book: Results from Project Talent's Five-Year Follow-up Study, American Institutes for Research, Box 1113, Palo Alto, California 94302, 1973. (See ED 085 869).

5. Fibel, Lewis R. Review and Synthesis of Literature on Occupational Preparation in the Community College. 1972. (ED 061 416)

6. Barlow, Melvin L. The Case for Vocational Education in the Junior College With an Introductory Review of Recent Research. February 1972 (ED 057 785)

7. Millard, R.M. The Role, Responsibility, and Function of the Community Colleges in Occupational Education. June 1972 (ED 063 936)

8. Lillie, F.D. Secondary Schools and Community-Junior Colleges Vocational Education Articulation. January 1972 (ED 062 520)

9. Bender, L.W. Occupational Education Program Articulation Between the Community College and Baccalaureate Levels. January 1972 (ED 062 520)

10. Swift, Joan W. Human Services Career Programs and the Community College. 1971 (ED 052 774)

11. Korim, Andrew S. Government Careers and the Community College. 1971 (ED 052 775)

12. Note: Items 5 through 11 above have been extracted from a 1972 bibliography on career education, and are presented as examples of some of the materials that can be found in the ERIC system. As noted earlier, a review of the subject indexes of AIM/ARM, RIE, CIJE, and other data bases, you will find many more titles, more recently printed.

VOCATIONAL INSTRUCTIONAL MATERIALS LABORATORIES (in alphabetical order according to last names of directors)

Cathy Ashmore
Distributive Education Materials Lab.
The Ohio State University
Room 115 Townshend Hall
1885 Neil Avenue
Columbus, Ohio 43210

James W. Beckett
Western Curr. Coordination Ctr.
Vocational Education Section
721 Capitol Mall
Sacramento, California 95814

Robert Benson, Director
Vocational Education Media Center
Clemson University
Clemson, SC 29631

Anthony J. Bevacqua, Educational Director
Vocational/Technical Programs
State Department of Community Colleges
Raleigh, NC 27604

Lynn G. Bevins, Director
Vocational Curriculum Lab
P.O. Box 1114
Murfreesboro, TN 37130

James L. Blue
Northwestern Curr. Coord. Ctr
Coord. Council for Occup. Edu.
222 Airdustrial Park, Box 17
Olympia, WA 98504

Dr. Herbert Bruce, Director
Instruct. Material Lab.,
Univ. of Kentucky
Dept 152 Taylor Education Bldg.
Lexington, KY 40506

Thomas E. Eachus, Director
Voc. Resource Center
School of Technology
Indiana State University
Terre Haute, IN 47809

Linda Glosson
Home Economics Inst. Matls. Ctr.
Texas Technological College
P.O. Box 4067
Lubbock, TX 79409

Earl Hay, Supervisor, Voc. Curriculum
Curriculum Development Center
State Department of Education
Albany, NY 12224

Amon Herd, Instructional Materials Center
University of Missouri
8 Industrial Educ. Bldg.
Columbia, MO 65201

Tom L. Hindes, T & I Instructional Lab.
The Ohio State University
Room 112, Townshend Hall
1885 Neil Avenue
Columbus, Ohio 43210

Clyde Hostetter, Director Communication/Medi
California Polytechnic State Univ.
San Luis Obispo, CA 93407

Dr. Joseph Kelly
Northeast Curr. Coord. Ctr
225 West State St.
Trenton, NJ 08625

Robert Luter, Instructional Materials Lab.
Distributive Ed Department
University of Texas
Austin, TX 78712

John W. Matthews, Head, Voc Ag Services
University of Illinois
434 Mumford Hall
Urbana, IL 61801

W. C. Mayfield, Director, Voc. Curriculum
Development & Res Center, P.O. Box 651
Natchitoches, LA 71457

Ronald Meek, Midwest Curriculum Coord. Ctr.
State Dept of Voc-Tech Educ.
1515 West Sixth Avenue
Stillwater, OK 74074

Foy Page, Coordinator Voc Instr Services
Texas A&M University
P.O. Box 182
College Station, TX 77843

Manuela Pizarro
San Juan Curriculum Center
Barreras Building, Barbosa Avenue
Hato Rey, PR 00918

William E. Reynolds, Coordinator
Prof & Curriculum Dev. Unit
100 North First St.
Springfield, IL 62777

(VC-CCD 364)

Harlan E. Ridenour, Director
Ohio Agricultural Education
Ohio State University
2155 Fyffe Rd, 254 Ag Ed Bldg.
Columbus, OH 43210

Benjamin Shapiro, Director Curriculum Laboratory
Rutgers State University
4103 Kilmer Area
New Brunswick, NJ 08903

J.R. Thomas, Asst State Supervisor
Vocational Industrial Education
P.O. Box 2847
University, AL 35486

Roberto Tirado
Arecibo Curriculum Center
Centro Gubernamental Box 210-B
Arecibo, PR 00912

James E. Wall, Asst Dean and Director
Research Coordinating Unit
Mississippi State University
Box JW
State College, MS 39762

Earl Williams, Curriculum Development
Department of Vocational Education
State Office Building
Atlanta, GA 30334